

Non-Employee ID

Official business ID card1 [Compatibility Mode] - Microsoft Excel

	A	B	C	D	E	F
1	Dept. Number	Division Name	Department Name	Employee Name	Employee Title	Term Expiration Date
2	1200	DEPARTMENT OF HUMOR	Traveling Circus	BOZO	Chief Clown	10/31/2010
3						

Dept. Number: Billing department number

Division Name: All capitals

Department Name: (Optional) Capitalized 1st letter of each word.

Employee Name: All capitals

Employee Title: (Optional) Capitalized 1st letter of each word.

Terms Expiration Date: Date should only be entered as numbers

